

Job Opportunity Bulletin

Post Date: December 16, 2016

SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)

Salary: \$6,288 - \$8,268

Permanent, Full-Time

FINAL FILING DATE: JANUARY 10, 2017

JOIN THE DDS TEAM!

For information about the

DEPARTMENT OF DEVELOPMENTAL SERVICES

Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: **473-076-1558-001**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: Claudia.lutz@dds.ca.gov

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as a Systems Software Specialist II (Supervisory) in the Information Technology Division (ITD), Enterprise Architecture (EA) Section.

The incumbent is responsible for supervising the work of EA staff, including activities relating to project management, change management, change control, an IT Architecture Model and Enterprise Architecture Reference Models. The incumbent also provides leadership in support of ITD's strategic goals and objectives, including oversight on most complex/ reportable projects in support of the DDS Enterprise/Technical Architecture; design and deployment of enterprise solutions.

For complete duties, please see duty statement on the following page.

REQUIRED QUALIFICATIONS:

- Experience with MS Office tools; use of Enterprise Architecture; applying Information Technology Infrastructure Library (ITIL) principles; managing vendors/contracts; and developing and managing a risk management plan.
- Ability to lead multiple projects simultaneously and adapt quickly to changing priorities and resolve issues.
- Excellent customer relationship management and effective management and leadership skills.
- Excellent interpersonal, planning, and collaboration skills.

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (*list eligibility or transfers, must meet the minimum qualifications (MQs) of this classification*) and **position #473-076-1558-001** on your application.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any **documentation** (i.e. copy of transcript, degree, license, etc.) to verify meeting the MQ's. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**INFORMATION TECHNOLOGY DIVISION
INFRASTRUCTURE SERVICES BRANCH
ENTERPRISE ARCHITECTURE SECTION**

DUTY STATEMENT

JOB TITLE: Systems Software Specialist II (Supervisory) **POSITION #:** 473-076-1558-001

POSITION DESCRIPTION: The incumbent is responsible for supervising the work of Enterprise Architecture (EA) staff, including activities relating to project management, change management, change control, an IT Architecture Model and Enterprise Architecture Reference Models. The incumbent acts as a Change Management Coordinator. The incumbent has responsibility for providing leadership in support of the Department of Developmental Services (DDS) Information Technology Division (ITD) strategic goals and objectives, including oversight on most complex/reportable projects in support of the DDS Enterprise/Technical Architecture; design and deployment of enterprise solutions. The incumbent applies a breadth and depth of technical expertise, a thorough understanding of systems integration and architecture, and diplomatic communication and negotiation skills to effectively represent the DDS Enterprise Architecture strategy.

SUPERVISION EXERCISED: Supervises one Systems Software Specialist II, one Senior Information Systems Analyst-Specialist (ISA), one Staff Programmer Analyst; one Staff ISA-Specialist; and one Associate ISA.

SUPERVISION RECEIVED: Reports to and under general direction of the Data Processing Manager III, Infrastructure Services Branch.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Provide leadership, strategic technical planning, direction and mentoring to EA staff. Ensure appropriate and effective use of staff resources. Implement policies, standards and procedures. Supervises the work of professional staff in carrying out the functions of the EA Section: Department-wide IT support, including improved communication between program and IT staff;
- 30% Provides enterprise technical expertise in support of the ITD management team strategy; Maintains effective working relationships with DDS program management and staff as well as EA staff from other state departments.
- 20% Change Management – Policy liaison between users and IT to assist management teams in providing timely and correct resolutions. Lead Change Management policies and procedures for regional center, developmental center and headquarters information technology.

Essential Job Functions (cont'd):

- 10% Recruit, interview and make recommendations on hiring for potential staff ensuring compliance and personnel policies utilizing sound management and personnel practices. Perform timely employee probation evaluations and Individual Development Plans (IDPs) appraisals. Handle complex personnel issues such as corrective and adverse actions when necessary. Ensure employees attend mandatory training that will help them perform their jobs. Identify training needs and provide training to employees, implement new procedures, and changes. Provide staff training and guidance in staff career advancement.

Marginal Job Functions:

- 5% Provides leadership, training, and direction to the staff, including the use of industry best Practices. Assists in budgetary, contractual, and administrative requirements. Creates and implements policies, standards and procedures. Provides additional information and clarification upon request.

WORKING CONDITIONS: Work on a personal computer up to 50% of the time. Occasionally is required to move and transport objects weighing up to 25 pounds and travel. Open-spaced partitioned office environment. May require 24x7 on-call support responsibility, as well as, weekend support.

REQUIRED QUALIFICATIONS:

- Experience with MS Office tools
- Experience in the use of Enterprise Architecture
- Experience applying Information Technology Infrastructure Library (ITIL) principles
- Experience managing vendors/contracts
- Experience developing and managing a risk management plan
- Ability to lead multiple projects simultaneously
- Ability to adapt quickly to changing priorities and resolve issues
- Excellent customer relationship management and effective management and leadership skills
- Excellent interpersonal, planning, and collaboration skills

CERTIFICATION OR LICENSE: None.